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Governor

Peleti Mauga
Lieutenant Governor



HTC Lei S. Thompson
Director

Eseneiaso J. Liu
Deputy Director

DEPARTMENT OF HUMAN RESOURCES
AMERICAN SAMOA GOVERNMENT
PAGO PAGO, AMERICAN SAMOA 96799

March 04, 2013

DEPARTMENT OF HUMAN RESOURCES MEMORANDUM 001-2013

To: Government / Private Sectors

From: Director
Department of Human Resources

Subject: **Request for Summer Youth Employment Program Worksites**

The Department of Human Resources, Employment and Training Division is looking for quality worksites to place participants of the Summer Youth Employment Program.

The Summer Youth Employment Program (SYEP) is designed to prepare Youth for entry into the labor force and to afford job training to those economically disadvantaged individuals facing barriers to employment. This year, eligible Youth will be assessed and placed in various worksites and classroom component opportunities that will link academic and occupational learning for career exploration.

The SYEP will start on June 10-August 02, 2013 a duration of eight weeks. The participants will be placed at the worksites for four (4) hours a day, twenty (20) hours a week from Monday to Friday. Other activities will include Job Readiness training, Career Development, Social Skills and Occupational skills training provided in conjunction with employment.

If your Agency/Business would like to provide a worksite for the Summer Youth Employment Program participants, please submit the WIA-SYEP form to the Department of Human Resources, WIA Workforce Center, or fax attachment to 633-5667.

For more information, please contact Grace Uiagalelei or Bert Thompson at 633-4485 or 633-5172.

Sincerely,

A handwritten signature in black ink, appearing to read "Lei S. Thompson", is written over a horizontal line.

HTC LE'I S. THOMPSON

Attachment:



DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT & TRAINING DIVISION
SUMMER YOUTH EMPLOYMENT PROGRAM
June 10, 2013 – August 2, 2013



Agencies will submit the number of training slots, work unit and supervisor(s) assigned to each SYEP trainee on WIA Form II-B. You may fax the form to Department of Human Resources, Employment and Training Division, Summer Youth Employment Program at Fax number: 633-5667. **Deadline to submit/fax the SYPE Job Order Form will be May 13, 2013.**

REQUEST FOR SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP TRAINEE(S))

Directions: To be used only for requesting SYEP Trainee(s)

	<u>POSITION TITLE</u>	<u>NO# OF SLOTS</u>	<u>WORK UNIT</u>	<u>SUPERVISOR</u>
1				
Job Duties:				
2.				
Job Duties:				
3.				
Job Duties:				
4.				
Job Duties:				
5.				
Job Duties:				

Business/Agency

Signature of Requesting Authority

Business/Agency Telephone

Name of Contact Person



DEPARTMENT OF HUMAN RESOURCES SUMMER YOUTH EMPLOYMENT PROGRAM REGISTRATION



The Department of Human Resources, Employment & Training Division have available slots for the Workforce (WIA) Summer Youth Employment Program (SYEP). The purpose of the SYEP is to provide academic, occupational skills and work experience for low-income individuals.

To be eligible for the WIA Summer Youth Program, the applicant must be between the ages of 14-21 and economically disadvantage.

WIA Center Staff will be available to take registration:

Location: Office of Local Government (Samoan Affairs) in Utulei.

Dates: March 18, 20 and 22, 2013 at 8:00 am to 4:00 pm
March 19 & 21 from 1:00pm to 4:00pm

MANU'A – To be announced at a later date

REMINDER

Applicants must bring his/her birth certificate or passport, social security card and latest check stubs of family members currently employed, receiving social security benefit, retirement check, etc. within their household. The required documents should be on-hand for registration.

DEADLINE FOR SYEP REGISTRATION IS MARCH 22, 2013

For more information regarding the Summer Youth Employment Program Registration, please contact Ms. Grace Uiagalelei or Mr. Bert Thompson at the WIA Resource Center, Department of Human Resources
..... at 633-4485, ex. 310, 306, 305, 309 and 308.

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